

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____

Contact: _____ Telephone: _____

REQUIRED FILINGS IN THE STATE OF: NEW JERSEY Filings Made During the Year 2012

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
I. NAIC FINANCIAL STATEMENTS								
	1	Annual Statement (8 1/2" x 14")	3	EO	xxx	3/1	NAIC	Must be bound
	1.1	Printed Investment Schedule detail (Pages E01-E27)	3	EO	xxx	3/1	NAIC	
	2	Quarterly Financial Statement (8 1/2" x 14")	2	EO	xxx	5/15, 8/15, 11/15	NAIC	
II. NAIC SUPPLEMENTS								
	11	Actuarial Opinion	3	EO	xxx	3/1	Company	
	12	Investment Risk Interrogatories	3	EO	xxx	4/1	NAIC	
	13	Management Discussion & Analysis	3	EO	xxx	4/1	Company	
	14	Schedule SIS	3	N/A	N/A	3/1	NAIC	
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	
	16	Supplemental Schedule of Business Written By Agency	3	EO		4/1	NAIC	
III. ELECTRONIC FILING REQUIREMENTS								
	50	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	51	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	52	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	53	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	54	Quarterly Statement Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	55	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	56	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
IV. AUDIT/INTERNAL CONTROL RELATED REPORTS								
	71	Accountants Letter of Qualifications	1	EO	N/A	6/1	Company	If Applicable
	72	Audited Financial Reports	1	EO	1	6/1	Company	
	73	Audited Financial Reports Exemption Affidavit	1	N/A	N/A	6/1	Company	If Applicable
	74	Communication of Internal Control Related Matters Noted in Audit		N/A	N/A	8/1	Company	
	75	Independent CPA (change)	1	N/A	N/A	12/31/11	Company	If Applicable
	76	Management's Report of Internal Control Over Financial Reporting		N/A	N/A	8/1	Company	
	77	Notification of Adverse Financial Condition	1	N/A	N/A	6/1	Company	If Applicable
	78	Request for Exemption to File	1	N/A	N/A	12/31/11	Company	Must be written
	79	Relief from the five-year rotation requirement for lead audit partner	1	EO	N/A	3/1	Company	
	80	Relief from the one-year cooling off period for independent CPA	1	EO	N/A	3/1	Company	
	81	Relief from the Requirements for Audit Committees	1	EO	N/A	3/1	Company	
V. STATE REQUIRED FILINGS								
	101	Filings Checklist (with Column 1 completed)	1	0	1	3/1	State	
	102	State Filing Fees	1	0	1	3/1	State	See fee Letter
	103	Signed Jurat	xxx	0	1	3/1	NAIC	See note L
	104	Certificate of Compliance	0	xxx	1	3/1	State	Retaliatory Only
	105	Certificate of Deposit	0	xxx	1	3/1	State	Retaliatory Only
	106	Premium Tax	2	xxx	2	3/1	State	Form Sent by Taxation (see not o)
	107	Annual Form B & Form C filing	1	N/A	0	4/1	State	NJSA 27A3(a)
	108							
	109							

***If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state. EO (electronic only filing).**
****If Form Source is NAIC, the form should be obtained from the appropriate vendor.**

	NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
A	Required Filings Contact Person:	JoAnn Jones Telephone (609) 292-5350 ext 50085 email admissions&selfinsurance@dobi.state.nj.us
B	Mailing Address: Regular and Express Mail delivered by the United States Postal Service.	Office of Solvency Regulation P.O. Box 325 Trenton, NJ 08625-0325
B-1	Address for delivery by Courier Services (UPS, FedEx, DHL)	20 West State Street 10 th Floor Trenton, NJ 08608
C	Mailing Address for Filing Fees:	Same as above
D	Mailing Address for Premium Tax Payments: If missing form please call Lisa McCoy, Dept. of Treasury, 609-292-8138 or visit the Dept. of Treasury's website: http://www.state.nj.us/treasury/taxation/prntins.shtml to download Tax forms.	New Jersey Division on Taxation P.O. Box 247 Trenton, NJ 08646
D-1	Address for delivery of tax forms by Courier Services (UPS, FedEx, DHL)	160 South Broad Street Trenton, NJ 08646
E	Delivery Instructions:	All filings must be received no later than the indicated due date. If the due date falls on a weekend or holiday, the deadline is extended to the next business day.
F	Late Filings:	Companies will be fined \$100 per day for a late filing. Company's license may be suspended if the annual statement is received more than 30 days late.
G	Original Signatures:	Original signatures required from domestic companies. Foreign companies should follow the instructions from the NAIC.
H	Signature/Notarization/Certification:	President and Secretary, on in their absence, two principal officers must sign the annual statement. Reinsurance summary must be notarized.
I	Amended Filings:	Amended items must be filed within 10 days of the amendment, along with the explanation of the amendments. If there are signature requirements for original filings, same should be followed for any amendment.
J	Exceptions from normal filings:	Foreign companies must supply a written copy of any exemption or extension received from its state of domicile 10 days prior to the filing due date to receive such from NJ. Domestic companies should apply at least 30 days prior to the due date.
K	Bar Codes (State or NAIC):	Not Required

	L	Signed Jurat:	All foreign companies must file a copy of the jurat page of its annual statement to allow New Jersey to update its database.
	M	NONE Filings:	See NAIC Annual Statement
	N	Filings new, discontinued or modified materially since last year:	Commencing January 1, 2007 all filings must be received by their due date.
	O	Premium taxes: A copy MUST be sent to →	State of New Jersey Department of Banking and Insurance Office of Solvency Regulation Post Office Box 325 Trenton, NJ 08625-0325 Attention: Tanveer Ahmed FedEx, & UPS mail to: 20 W. State Street

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC. Companies are not required to file hard copy filings with the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The *Annual Statement Electronic Filing* includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investment schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The *March .PDF Filing* is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The *Supplemental Electronic Filing* includes all supplements due April 1, per the *Annual Statement Instructions*.

The *Supplemental .PDF Filing* is the .pdf file for all supplements due April 1.

The *Quarterly Electronic Filing* includes the quarterly statement data.

The *Quarterly .PDF Filing* is the .pdf for quarterly statement data.

The *June .PDF Filing* is the .pdf file for the Audited Financial Statements and Accountants Letter of Qualifications.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company," If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions

(generally, on its web site). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.